



## **IFN MASJID POSTING POLICY**

Islamic Foundation North (IFN) is to notify the community about the appropriate place and manner in which individuals may post materials at IFN Masjid property and IFN Masjid buildings.

### **Responsibility**

All members and visitors of IFN.

### **General**

***All postings must get approval and have initials of an EC member on the right hand corner with a date.***

Posting is defined as the hanging of information, advertising, etc. on any IFN bulletin board, window, door, wall or other IFN Masjid property, including classrooms. IFN Masjid reserves the right to refuse permission to any individual or group for posting that:

- would seriously impede normal IFN Masjid activity,
- does not follow IFN Masjid guidelines and procedures set forth in this policy,
- would make posting particular material inappropriate due to special circumstances, and
- contains contents which are in violation of IFN Masjid policies or ordinances, state or federal law.

### **Approval for Distribution or Solicitation at IFN Masjid**

- Recognized IFN Masjid Organizations
  - Any officially recognized IFN Masjid committee or sub-work groups may post materials which pertain to the activities of the group on any authorized bulletin board or display area, subject to restrictions as defined in this policy.

### **Posting Sites**

- Generally only bulletin boards are available for use to post information to the IFN community. Groups (individuals) should ask about the appropriate use of bulletin boards prior to use. IFN Posting areas are reserved for providing information about IFN Masjid activities.

### **Posting Regulations**

- **All postings must get approval and have initials of an EC member on the right hand corner with a date.**
- Posters, flyers and other printed material are not to be affixed to restroom mirrors, plants, trees, poles and painted surfaces in and any building, including the parking lot and cars therein.
- Printed material posted will be removed monthly.
- Any undated material will be removed.
- Personal posting or advertisements are not to be posted on bulletin boards designated as "IFN Posting Areas." Please post all personal posting or advertisements on the IFN MESSAGE BOARD that is in the lower level of the Masjid. Do not post this type of material on any other board. Remember all postings must get approval and have initials of an EC member on the right hand corner with a date.
- Only one posting of printed material can be posted on bulletin boards.
- Postings must be within the frame of the bulletin board. Do not post on top of other printed material. Do not remove other printed material already posted unless outdated.



- There is no posting of adhesive-backed materials (i.e., stickers) on any surfaces, including trees and poles.
- There is no posting on vehicles in any IFN Masjid parking lot.

Violating the posting policy can result in disciplinary action and/or service charges for individuals and groups found responsible.

**Disclaimer**

By its review and acceptance of materials for posting on campus, IFN Masjid does not endorse or warrant the products and services advertised on these printed materials.

**Enforcement**

IFN Executive Committee, Complaints regarding violations of this policy should be forwarded to the IFN Executive Committee.